

BOARD OF CORRECTION

"Protecting Idaho through Safety, Accountability, Partnerships And Opportunities for Offender Change"

Robin Sandy Chair Jay Nielsen Vice-Chair JR Van Tassel Secretary

Board of Correction Meeting Minutes

July 29, 2010 – 8:00 a.m. – 4:00 p.m. MT Idaho Department of Correction 1299 N. Orchard St., Suite 110, Boise, ID 83706

Members Present:

Robin Sandy, Chair J.R. Van Tassel, Secretary Jay Nielsen, Vice-Chair

Comprising a quorum of Board of Correction (Board)

Others Present:

Brent Reinke, Director Debi Jessen, Administrative Assistant

Pam Sonnen, Division Chief, Prisons

Paul Panther, Lead Deputy AG

Teresa Jones, Administrative Support Manager

Tony Meatte, Division Chief, Management Services
Terri Tomisser, Director, Human Resource Services
Kevin Kempf, Division Chief, Community Corrections

Shane Evans, Division Chief, Education and Treatment

See attached attendance list

I. Call to order

Chair Sandy called the meeting to order at 8:04 a.m.

II. Board of Correction meeting minutes approval

Vice-Chair Nielsen motioned to approve the minutes from the June 22, 2010, Board meeting. Seconded by Secretary Van Tassel. Motion carried unanimously.

- III. Welcome and introductions
- IV. Leadership team updates
 - ◆ Division of Community Corrections (CCD), Chief Kevin Kempf
 - Kempf presented a letter of recognition from the Garden City Chief of Police and challenge coins to Senior Probation and Parole Officers (SPPO) Jake Lakey and Jim Campbell for their support during a recent criminal investigation.
 - Kempf provided the name of the new District 6 manager. Nancy Espeseth has been with Idaho Department of Correction (Department) since 1999 and was most recently a Section Supervisor in District 7.
 - Kempf announced that the new CCD investigator is Christine Iverson who has been with the Department since 1998 and was most recently a SPPO. This position will coordinate fugitive and absconder apprehensions for CCD.

- ◆ Division of Prisons, Chief Pam Sonnen
 - Sonnen shared with the Board the accomplishments achieved by facilities during the last fiscal year. Some of the highlights were:
 - FY10 was spent training staff and conducting drills with other agencies in the Incident Command System.
 - All facilities are implementing the new disciplinary and classification processes. These will
 change the way offenders are disciplined. Rather than being charged with the maximum
 penalty, discipline will be determined by the effect of the infraction to the facility.
 - The new food service program has been implemented and the facilities are dealing with issues as they occur. The plan is to hire a Food Service Manager to oversee the entire food service operation.
 - Staff at South Idaho Correctional Institution (SICI) has developed an informational pamphlet for staff recruitment.
 - They started a recycling program to recycle garbage from all facilities south of town, which could save as much as \$20,000 per year.
 - Developed performance measures and quality improvement measures for audits. Work projects increased community service hours.
 - North Idaho Correctional Institution has done a great job feeding the offenders with few complaints during the kitchen project.
 - Fourteen sex offenders have been released to parole from the sex offender treatment program.
 - Director Reinke shared the progress of the SICI food farm project.
 - Reinke discussed the High-Speed Pursuit marathon to benefit the Idaho Peace Officer Memorial Fund.
 - Reinke discussed the secure mental health program what are the next steps to provide adequate mental health care. The secure mental health program will be a regular agenda item for future meetings.
- Division of Management Services, Chief Tony Meatte
 - Meatte presented a fiscal year-end report of general fund and economic recovery reserve funds.
 - Two managers in IT have resigned and moved on to other employment.
 - Central Records is fully staffed now following the retirement of Carolee Kelly.
 - Sharon Lamm, Deputy Chief of Evaluation and Compliance, provided an update on the timeline
 with respect to the hiring of staff to facilitate the Therapeutic Community (TC) at Idaho
 Correctional Center (ICC).
- Division of Education and Treatment, Chief Shane Evans
 - Evans shared that he attended the Commission of Pardons and Parole business meeting last week, and presented options to enhance the services available to parolees.
 - The Department is expanding the sex offender services offered for low-risk offenders.
 - The Education and Treatment staff researched and discovered some evidence-based female sex offender treatment protocols and will begin designing a program for females in the facilities.
 - The aftercare program for TC and riders has been finalized.
- Human Resources, Director Terri Tomisser
 - Tomisser reviewed the correctional officer vacancies agency wide and positions that have been filled.
 - Tomisser discussed the turnover rate historically. She also reviewed reasons for the turnover rate
 - ICC is moving into a 5-week correctional officer academy to be more in line with the Department's standards.

- ◆ Director's office, Teresa Jones, Administrative Support Manager
 - Jones reported that the legislative team has been reviewing the recommendations made by the Office of Performance Evaluations and has made the following changes:
 - Changes to the language of section 20-209, Idaho Code, to include a provision that the Idaho Department of Correction may provide rehabilitative services to support safe management of facilities and reintegration of offenders into Idaho communities.
 - To amend Idaho Code §§15-510A and 20-209C to allow the Board of Correction to empower both classified and non-classified employees the rights and duties of peace officers in certain circumstances..
 - Language changes to define what positions are exempt rather than how many positions are exempt.

Vice-Chair Nielsen motioned to affirm the above described proposed changes. Seconded by Secretary Van Tassel. Motion carried unanimously.

 Jones shared that the Department is in the process of developing an IDAPA rule to allow the Department to grant a meritorious reduction in sentence for offenders that go beyond the call of duty.

Secretary Van Tassel motioned to proceed with the development of an IDAPA rule. Seconded by Vice-Chair Nielsen. Motion carried unanimously.

- Jones presented the finalized strategic plan for FY11.
- Jones presented the current briefing sheets and discussed the calendar of events for the coming legislative session.
- Jeff Ray, Public Information Officer, provided the Board with a media update.
- V. Correctional Medical Services (CMS) update, Jan Epp, Regional Director
 - ♦ Epp shared that the CMS pharmacy task force is looking at operations in several states to define best practices to improve pharmacy delivery in Idaho.
 - ♦ Additional hours for mental health care have been added to each facility to add an additional level of care. Also an additional 10 hours of psychologist time has been added to the Receiving and Diagnostic Units at Idaho State Correctional Institution and Pocatello Women's Correctional Center.
 - Epp stated that CMS has finalized the onsite specialty clinics, which will provide a significant reduction in off-site medical visits.
- VI. Correctional Alternative Placement Program update, Warden Brian Finn
 - Eleven Department and six Management Training Company staff will graduate August 6, 2010. Another academy will start in September.
 - Finn stated that 14 Certified Alcohol and Drug Counselors (CADC) have been hired.
 - The media will be following two or three offenders through the program and post-release to see how they do in the community.
- **VII.** ICC update, Warden Tim Wengler
 - Wengler stated that all CADC staff would attend the academy the week of August 2, 2010.
 - Assaults in June were lower than May and the number of assaults in July continues to decline.
 - Wengler shared that they have an American Correctional Association audit coming up. There was a mock audit last week and the team is working on issues that arose from that audit.

Secretary Van Tassel motioned to adjourn to executive session pursuant to Idaho Code, sections 67-2345(f) and 67-2345(1)(b), at 12:12 p.m. Roll call was taken. Motion carried unanimously.

VIII. Executive session

- A. *I.C.* 67-2345(f) To communicate with legal counsel for the Idaho Department of Correction to discuss the legal ramifications of and legal options for pending litigation, or controversies not yet being litigated but imminently likely to be litigated.
- B. *I.C.* 67-2345(1)(b) To consider the evaluation, dismissal or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member or individual agent, or public school student.

Secretary Van Tassel motioned to move out of executive session. Seconded by Vice-Chair Nielsen. Motion carried unanimously. Regular session at 12:45 p.m.

- IX. Decision units, Chief Tony Meatte
 - Meatte presented the decision units for FY12.
- X. Capital Budget requests, Pat Donaldson, Project Manager
 - Donaldson presented the capital improvement projects, and alteration and repair projects.
 - Donaldson discussed the FY11 projects that were funded and provided an update on current projects.
- **XI.** Offender statistics update, by Tony Grange, Research Analyst
 - Due to Grange being called away this item was tabled.
- XII. Director's report, Director Brent Reinke
 - Reinke provided a draft of proposed sex offender legislation.
 - Reinke shared that the possibility exists that Idaho will have an execution this year.

XIII. Adjournment

Secretary Van Tassel motioned to adjourn the meeting. Seconded by Vice-Chair Nielsen. Motion carried unanimously. Meeting was adjourned at 3:15 p.m.

Submitted by:		
Debi Jessen, Administrative Assistant	Date	
Approved by:		
Robin Sandy, Chair	Date	